



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

11/25/13

Monica Tellinghuisen  
502 Brown Ln.  
Waverly, IA 50677

Dear Child Care Provider,

This letter is in regards to the 11/25/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for each child's parent, **physician**, and a responsible person are accessible by the phone or programmed into cell phone.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and **at the top of every stairway**.

☐ 110.5(1)o Nonsmoking signs posted **at every entrance of the home** and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

☐ 110.5(8) Children's Files; Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, **parent's name, address, telephone number**, special needs of the child and **the parent's work address and telephone number**.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. (2 need updates)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (2 need)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps**

**are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. Either CCR&R or I can do another check in the home to see if you have completed the items out of compliance. Please contact one of us once you are done.

Please do not hesitate to contact me at DHS at 319-267-2594 or 1-800-873-1340 or [jsharp1@dhs.state.ia.us](mailto:jsharp1@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Julie Sharp  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-267-2644.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).